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MILWAUKEE RADIO AMATEURS CLUB
ADMINISTRATION & CONTROL
W9RH REPEATER

1. Repeater Organization Chart
2. Chain of command
 - A. The entire repeater organization reports to the Board of Directors.
 - B. The Repeater Fund is under the supervision of the Treasurer, and reports to the Board through his office.
 - C. The Hamateur Chatter editor reports to the Board, and receives timely information from the Repeater Chairman.
 - D. The Technical staff reports directly to the Board, for technical advice, for request of funds for repeater maintenance and modification, and to advise the Board on matters pertaining to the operation of the equipment.
 - E. The Repeater Chairman supervises two staff groups, who manage the day-to-day operations of the equipment. They plan activities, prepare communications for transfer to the Hamateur Chatter, and confer awards.
 - F. Job Descriptions of the operating groups outline the duties and responsibilities of each of the three functions.

JOB DESCRIPTION

COMMITTEE CHAIRMAN

1. The Committee Chairman shall provide direction for the activities group and the Site Committee.
2. He shall provide supervision to ensure that all news generated by the groups under his control, is delivered to the Editor in timely fashion, and will work with him to establish final formats, and content.
3. He shall obtain approval from the Board of Directors for his groups' activities to ascertain that they are feasible, and financially practicable.
4. He shall provide repeater command operators with appropriate message content for bulletin board activities, and shall authorize special codes for publication, prior to issuance.
5. He shall have an engaging personality, and exercise tact in handling personnel and committee matters.

COMCHAIR

JOB DESCRIPTION

SITE COMMITTEE

The site committee shall operate under the direction of the committee chairman. It will have the following responsibilities:

1. Locate a permanent site which meets the minimum guidelines, within the geographic criteria, and within cost limits imposed by the Repeater Chairman.
2. Location criteria shall be as follows:
 - a. Heated enclosure for housing equipment is highly desirable.
 - b. Antenna-transmitter spacing, 50' or less
 - c. 20 amp. AC power line available, with access to protection in case of power interruption. If electrically heated, this will have to be increased.
 - d. Telephone line availability (Future)
 - e. Ready access for service personnel for repair and/or maintenance.
 - f. If a building, roof space for at least 2 antennas. Direct mountings to roof surfaces are to be avoided. In all instances, seek side mounted antennas.
 - g. Permanent location shall avoid close proximity to other repeaters or base systems near 147 MHz.
 - h. Adequate security means to prevent equipment damage due to weather, fire, theft, or vandalism.
 - i. The antenna supporting structure shall be located on reasonably high ground, and shall be minimally screened or obstructed by man-made or natural objects.
3. The Board of Directors shall be notified of any satisfactory site prior to making any permanent commitments, or granting guarantees, warranties, or bonds. (This is serious, as repair of roof damage can become prohibitive).

Approved: _____
Date: _____

JOB DESCRIPTION

ACTIVITY GROUP

1. The Activity Group shall be under the direction of the Committee chairman, and shall be responsible for the following:
2. The Group shall establish and operate a 2 meter net, complete with a group of net controls.
3. It shall establish several programs of interest to the membership, i.e., 2 meter fox hunt on the repeater frequency, SSTV, Packet, RTTY, etc.
4. Generate other activities of interest to non-club members.
5. Establish and operate "Ways & Means" activities to replenish the Repeater Fund, i.e., Auctions, Hamfests, etc.
6. Establish a special program for hams just getting started in Ham Radio-a contest to work other members (?).
7. Assume responsibility for the contents of 2 repeater bulletin boards, the programming of which is done by the system command operators only.

ACTCOM

JOB DESCRIPTION

REPEATER DESIGN ENGINEERING AND TECHNICAL STAFF

1. The staff shall consist of 5 persons:
 - a. Command Operators (2)
 - b. Control Operators (3)
2. This group is responsible for system design, including all remote links, construction and features. It will set forth all link designs and will present construction cost estimates to the Board for approval, prior to start of building and/or purchase.
3. All system service will be performed and provided by the group. The group shall have direct access to the repeater fund to cover required service parts, up to \$75.00 or less.
4. The group shall conduct training sessions for Control Operators, present and future.
5. All codes including control operators', and users' will be specified by the Technical Staff. The Staff will also specify which system features will be available.
6. The technical staff will provide news updates to control operators, and to the committee chairman.
7. All programming of messages and pending ID's will be accomplished by this group. Since programming of the voice synthesizer requires knowledge of the access codes, this information cannot be widely disseminated. Contents of the messages may be determined by the Activity Group.
8. All command and control codes must be kept secret, to prevent loss of control of the repeater.

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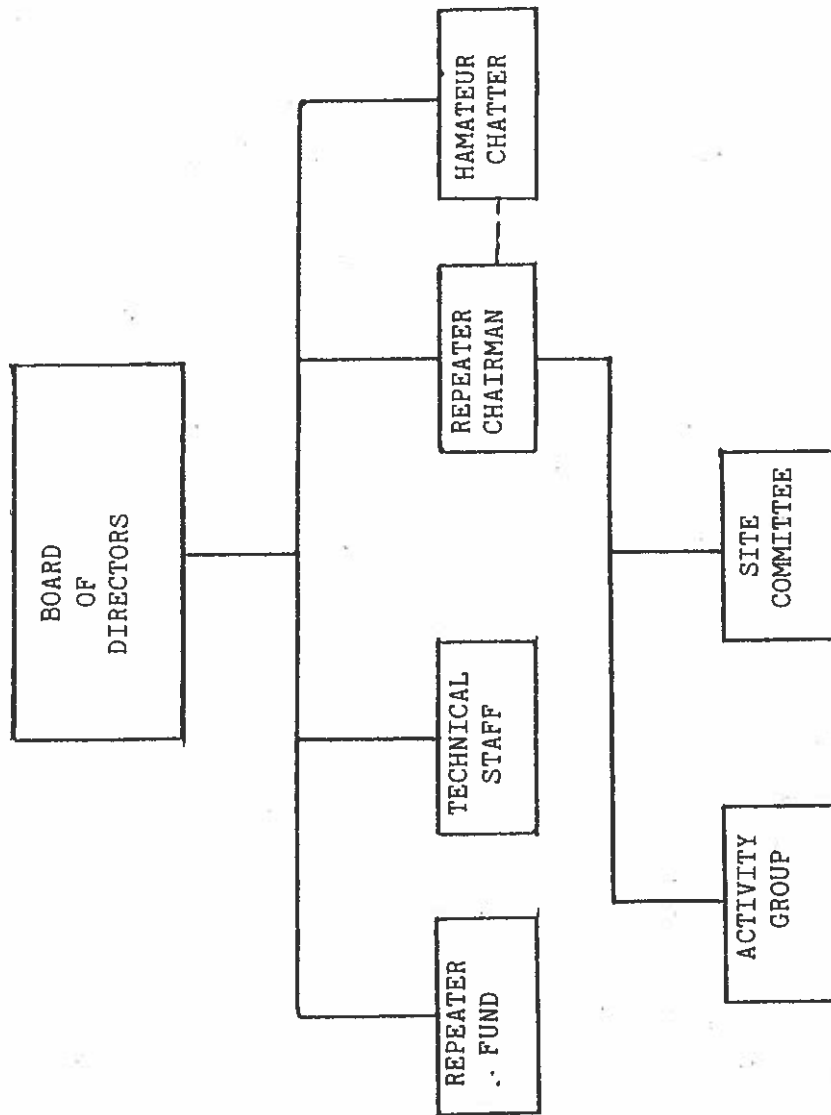
CONTROL OPERATORS

1. The group shall be limited to 3 qualified persons:
 - a. Members of the MRAC
 - b. Holders of bona fide amateur licenses
 - c. Shall be appointed by the President, to serve at the pleasure of the Board of Directors.
2. The group comprises 3 control operators at present. Expansion of the system in the future, may require additions to this group.
3. The group is charged with the following responsibilities:
 - a. Compilation of the latest FCC regulations concerning repeater operation
 - b. Monitor daily repeater use, and help users understand system features
 - c. Promote ethical conduct in the use of the repeater, and to help users in times of difficulty.
 - d. Take an active part in welcoming new members to the repeater, and to encourage non-members to join MRAC
4. The group has complete control of the repeater and its facilities, and at all times will preserve the secrecy of system control codes.
5. Keep the Board of Directors informed with timely reports on the repeater operations, and co-ordinate any required expenditures with the President and the Treasurer.

CONTROL REP

MILWAUKEE RADIO AMATEURS CLUB
W9RH
REPEATER ORGANIZATION

JANUARY
1994



Jan. 5, 1994